

 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual		
	<u>Chapter 1</u> Administration and Personnel Management		
1.07.001, Lactation Accommodation	Approved By:	Director Allen Nance	
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Purpose

To establish department guidelines for nursing staff members to express breast milk.

Policy

It is the policy of the department to provide a reasonable amount of time to nursing staff members to express milk in a private and secure lactation room shielded from view and free from intrusion by co-workers and the public.

References

Federal:	Fair Labor Standards Act, 29 U.S.C. 207®
State:	9A.88.010
	43.70.640
	49.60.30(g)
	49.60.215,
	43.10.005
King County HR Bulletin:	2011-0006

Definitions

FLSA: Fair Labor Standards Act. Under this Act, nursing mothers who express milk during the workday are protected from discrimination or retaliation.

General Guidelines

1. Staff who are nursing must be provided a reasonable amount of time as frequently as needed to express milk during the workday. The frequency of breaks and the duration may vary.
2. A designated, private, and secure room must be provided for nursing employees to express milk during the workday.
3. The lactation room shall:
 - a. Have drapes or blinds covering any windows.
 - b. Be lockable from the inside.
 - c. Have comfortable seating, a table, and power outlets.
 - d. Be reasonably close to the employee's work area.
4. Restrooms shall not be used as either temporary or intermittent lactation rooms.
5. Staff in outlying work locations that do not have a designated lactation room should arrange with their supervisors to identify an intermittent or temporary location to be used as a lactation room.
6. When possible, the lactation room should also be in close proximity to:
 - a. A sink with hot water and soap for hand washing and equipment cleaning.
 - b. A refrigerator for storage of expressed breast milk.
7. If the condition of the lactation room requires maintenance or modification, staff should notify their immediate supervisor and Facilities Maintenance Division (FMD) for assistance.

8. If no lactation room or other suitable space is available, staff should notify their supervisor or contact the King County Employee Health and Well-being Program for assistance.
9. Any necessary equipment should be personally and securely stored by the staff member. These items shall not be stored in the lactation room.
10. Staff using designated lactation rooms must observe all posted guidelines such as sign-up sheets, cleanup procedures, hours of availability, security guidelines, etc.

A. Staff Use of Lactation Room

1. Use of the Lactation Room shall be on a first-come, first-served basis.
 - a. If the number of employees needing access to the Lactation Room increases to the point of requiring scheduling use of the room, alternative methods such as posting a sign-up sheet in the room may be used.
2. Use of refrigerator for proper storage.
 - a. Care should be taken to ensure the safe storage of breast milk using a common refrigerator.
 - b. Lactation Room refrigerator should be used to store only expressed breast milk.
 - c. Breast milk in storage bags or bottles must be labeled with name, date of collection and telephone extension.
 - d. Expressed milk must be removed by the end of the employee's shift.
 - e. Lactation room refrigerator should be cleaned out each week.
3. Cleaning/Maintenance of Lactation Room.
 - a. Lactation room users shall be responsible for the general cleaning and maintenance of the room.
 - b. After each use, users should:
 - 1) Sanitize the workspace.
 - 2) Wipe the sink area down.
 - c. Cleaning supplies and disinfectant products shall be provided and the Lactation Room should be included with the responsibilities of building maintenance staff to remove trash and vacuum as necessary.